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MEPRS TRAINING SYMPOSIUM
EASi Data Sets

Gena Ybarra
Rebecca Castaneda

Army MEPRS Program Office (AMPO)

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Briefing Outline

- **Understand what are Datasets**
- **How to maintain Datasets**
- **What are Includes/Excludes (MEPRS FCC and DMIS IDs)**
- **Allocation**

Definition

What is a Data Set?

- A Data Set identifies and collects different types of workload data, expenses, personnel (FTEs), weighted factors and square footage

  - *Data Sets summarize workload data by FCC and show which work centers benefit from a particular service*

- Data Sets are identified through the Workload Adjustment tab in EASi

What are Datasets

- Non system generated Data Sets require manual data entry.
- Amounts can be:
  - Raw
  - Weighted
  - Or both.

What are Datasets

Data sets collect outputs used in EAS to allocate data (costs and FTEs) to the final MEPRS accounts

- Final Operating Accounts are not data sets
  - A - Inpatient
  - B - Outpatient
  - C - Dental
  - F - Special Programs
  - G - Readiness

What are Datasets

Not all Data Sets are FCCs:

- ADM
- Dental Weighted Procedure
- Dental Composite Lab Value
- F Accounts – Raw Procedure
- F Accounts – Weighted Procedure

What are Datasets

- All “D” accounts are data sets

DAA* – Pharmacy

DBA* – Clinical Pathology

DCA* – Diagnostic Radiology

DFA* – Anesthesiology

DJA* - MEDICAL INTENSIVE CARE UNIT (INCLUDES MIXED ICUs)

What are Datasets

Each data set must identify which FCCs are allowed to be part of that data set.

- Must be IAW the Data Set Guidelines from AMPO for the FY
- Apply knowledge of your MTF to request an exception, if appropriate, and exclude specific FCCs that are not appropriate with how your MTF operates
- These accounts must be set up according to the site's organization
- The Army MTF Data Set Guidelines gives suggestions for setting up the FCC include and

Datasets on the ASD Table

ASD MEPRS FCC and DMIS ID by ASN

Table Maintenance - Account Subset Definition (ASD) Table

\N OR EQUAL TO 'd'"

Add | Delete | Update

Filter | Sort

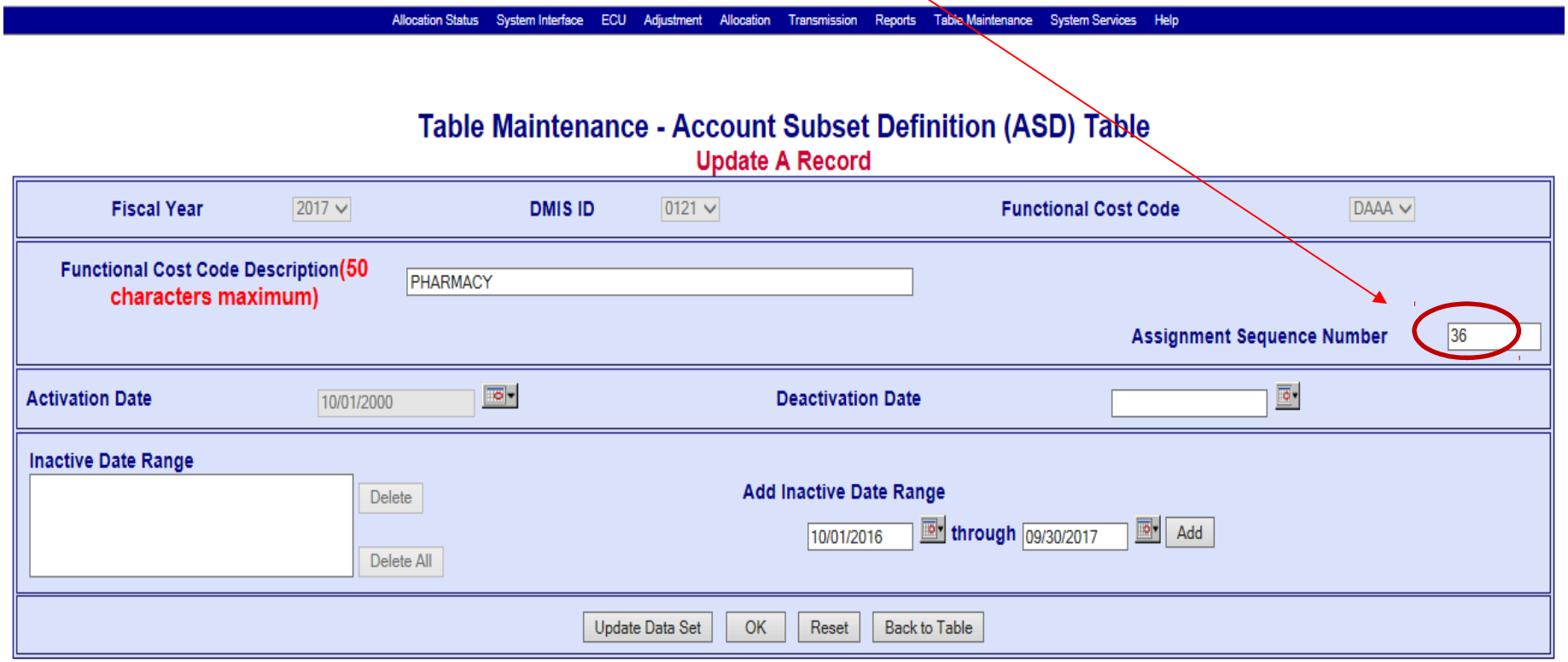
Account Subset Definition (ASD) Table

Total records found: 1077

	Fiscal Year	DMIS ID	Functional Cost Code	Functional Cost Code Description	ASN	Activation Date	Inactive Date Range	Deactivation Date
◉	2017	0109	DAAA	PHARMACY (MAIN)	36	10/01/2000		
○	2017	0109	DBAA	CLINICAL PATHOLOGY (MAIN)	37	10/01/2000		
○	2017	0109	DBBA	ANATOMIC PATHOLOGY	38	10/01/2000		
○	2017	0109	DCAA	RADIOLOGY (MAIN)	39	10/01/2000		

Datasets on the ASD Table Allocation ASN

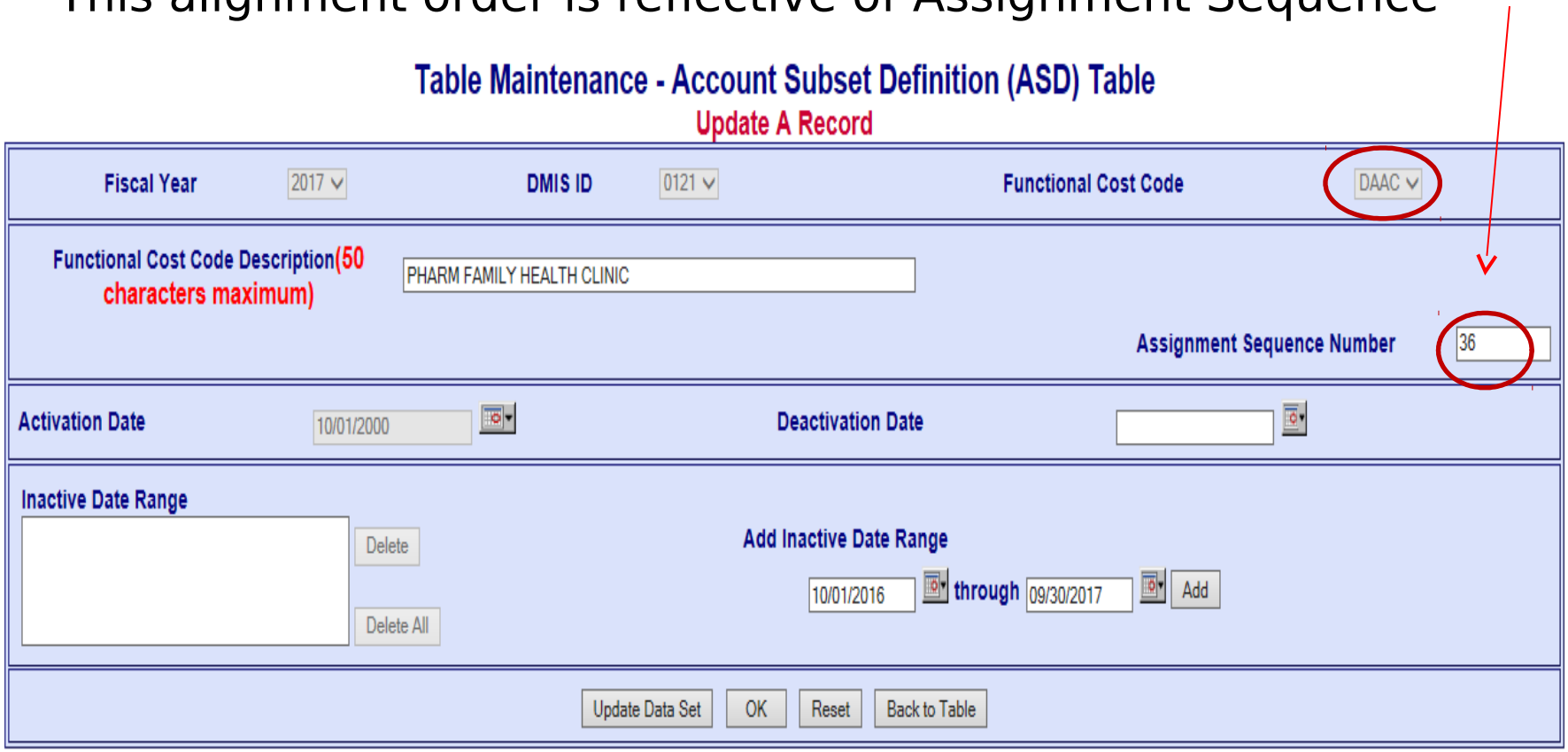
- Cost Pools purify in alphabetical sequence
- E and D Accts – allocate based on ASN
- Army MEPRS personnel are required to use these exact ASN numbers In Accordance With (IAW) FY Guidance



Datasets on the ASD Table Allocation ASN

- When the same ASN number is used, EASIV performs allocation in alphabetic order by MEPRS/FCC

- This alignment order is reflective of Assignment Sequence



What are Datasets

FY17 Data Set Guidelines Written "Inpatient Cost Pools Rules

FCC	FCC Descr	ALLOCATION FACTOR	FCC Include	FCC Exclude
AAX	Inpatient Medical Ward	MINUTES OF SERVICE	A%, B%, CAA5, FCE%	
ABX	Inpatient Surgical Ward	MINUTES OF SERVICE	A%, B%, CAA5, FCE%	
ACX	Inpatient OB/GYN Newborn Ward	MINUTES OF SERVICE	A%, B%	
ADX	Inpatient Pediatric Ward	MINUTES OF SERVICE	A%, B%	
AEX	Inpatient Orthopedic Ward	MINUTES OF SERVICE	A%, B%, FCE%	
AFX	Inpatient Psychiatric Ward	MINUTES OF SERVICE	A%, B%	
AGX	Inpatient Family Medicine Ward	MINUTES OF SERVICE	A%, B%	

What are Datasets

FY17 Data Set Guidelines Written "D" Account Rules

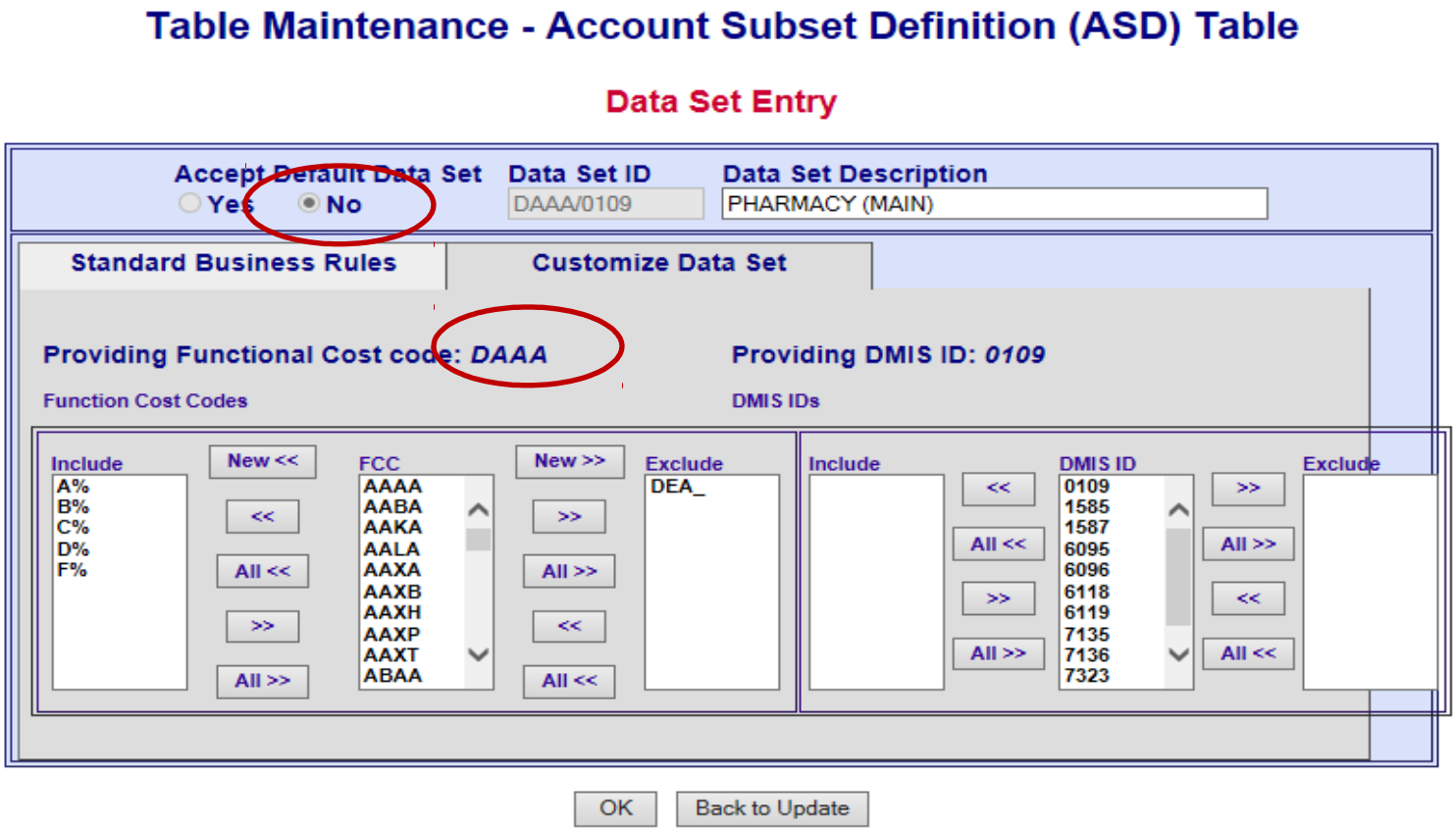
FCC	FCC Descr	Allocation Factor	FCC Include	FCC Exclude	Updates
DAA	Pharmacy	PHARMACY WEIGHTED PROCEDURES	A%, B%, C%, D%, F%, __X_	E%, FDC%, FDZ%, FEB% , G%	
DBA	Clinical Pathology	WEIGHTED PROCEDURES	A%, B%, C%, D%, F%	__X_, E%, FDC%, FDZ%, FEB% , G%	
DBB	Anatomical Pathology	WEIGHTED PROCEDURES	A%, B%, C%, D%, F%	__X_, E%, FDC%, FDZ%, FEB% , G%	
DCA	Diagonostic Radiology	WEIGHTED PROCEDURES	A%, B%, C%, D%, F%	__X_, E%, FDC%, FDZ%, FEB% , G%	
DHA	Inhalation and Respiratory Therapy	WEIGHTED PROCEDURES	A%, B%, C%, FCC%, FCD%, FCE%, FE%	FCGN	If personnel and workcenters are not combined follow these Includes/Excludes
DHA/DDD Combined	Inhalation and Respiratory Therapy/Pulmonary Function	WEIGHTED PROCEDURES	A%, B%, C%, FCC%, FCD%, FCE%, FCG%, FE%	FCGN	1Oct14 : RT/PF clinical POCs verified that the majority of Pulmonary Function FCCs must be performed under the supervision of a Physician. 1Oct14 : Pulmonary Function procedures performed under the supervision of a Physician should be reported in the FCC of the supervising Physician by CPT code and not

What are Datasets

FY17 Data Set Guidelines Written "E" Account Rules

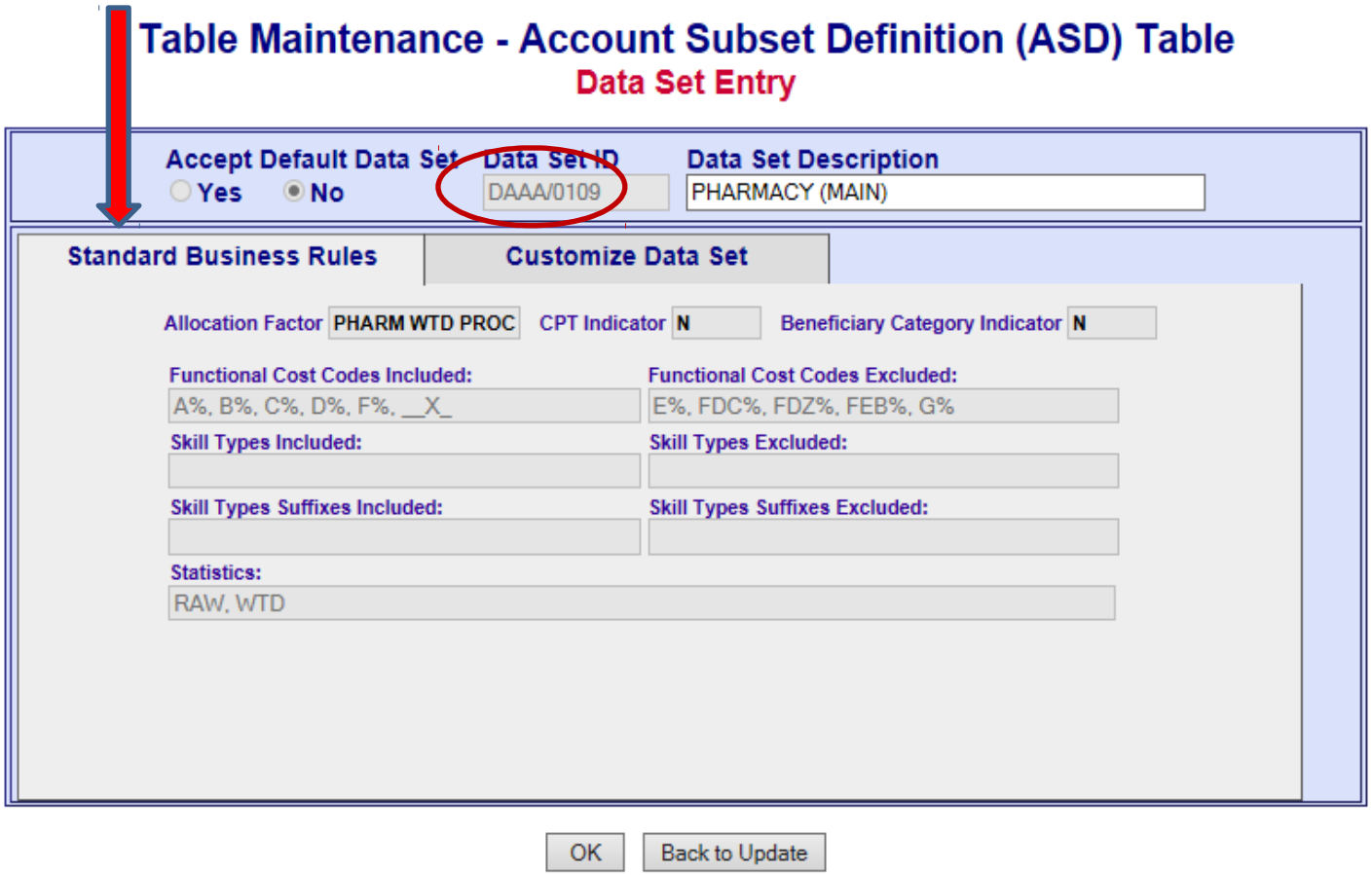
FCC	FCC Descr	Allocation Factor	FCC Include	FCC Exclude	Updates
EAA	Inpatient Depreciation	OCCUPIED BED DAYS			The standard business rule for this account is sufficient in that the site does not need to set up an FCC
EAB	Ambulatory Depreciation	TOTAL VISITS			The standard business rule for this account is sufficient in that the site does not need to set up an FCC
EAC	Dental Depreciation	DENTAL EQUIPMENT COSTS			The standard business rule for this account is sufficient in that the site does not need to set up an FCC include/exclude list.
EBA_	MTF Command Staff (at Child DMIS ID Location, where authorized)	AVAILABLE FTES	A%, B%, D%, EB%, EGA%, EJ% (0607 ONLY), EK%, EL%, FA%, FB%, FDB%, FEA%, FEB%, FED%, FEF%, G%	EBA%, EBE%, EBI%, EBJ%, FAB%, FAKK, FAN%, FAQ%, FBZ%, GAAD, GBAD, GD%, GFAD	
EBAN	Dental Command Staff	AVAILABLE FTES	ABFA, C%, EBI%, FAKK, FANA, FANN, FAQA, FAQN, FCBB, GAAD, GAAF, GBAD, GFAD		
EBBJ	Joint Commission and Quality Management (MEDDAC Staff only)	AVAILABLE FTES	A%, B%, D%, E%, F%, GAAA	EA%, EBI%, EBFN, EIA%, FAB%, FAKK, FAN%, FAQ%, FBZ%, FCA%, FCBB, FCC%, FCD%, FCE%, FCG%, FCZ%, FDC%, FDE%, FDF%, FDG%, FDH%, FDI%, FDZ%, FEC%, FEZ%	

Dataset Standard Business Rules



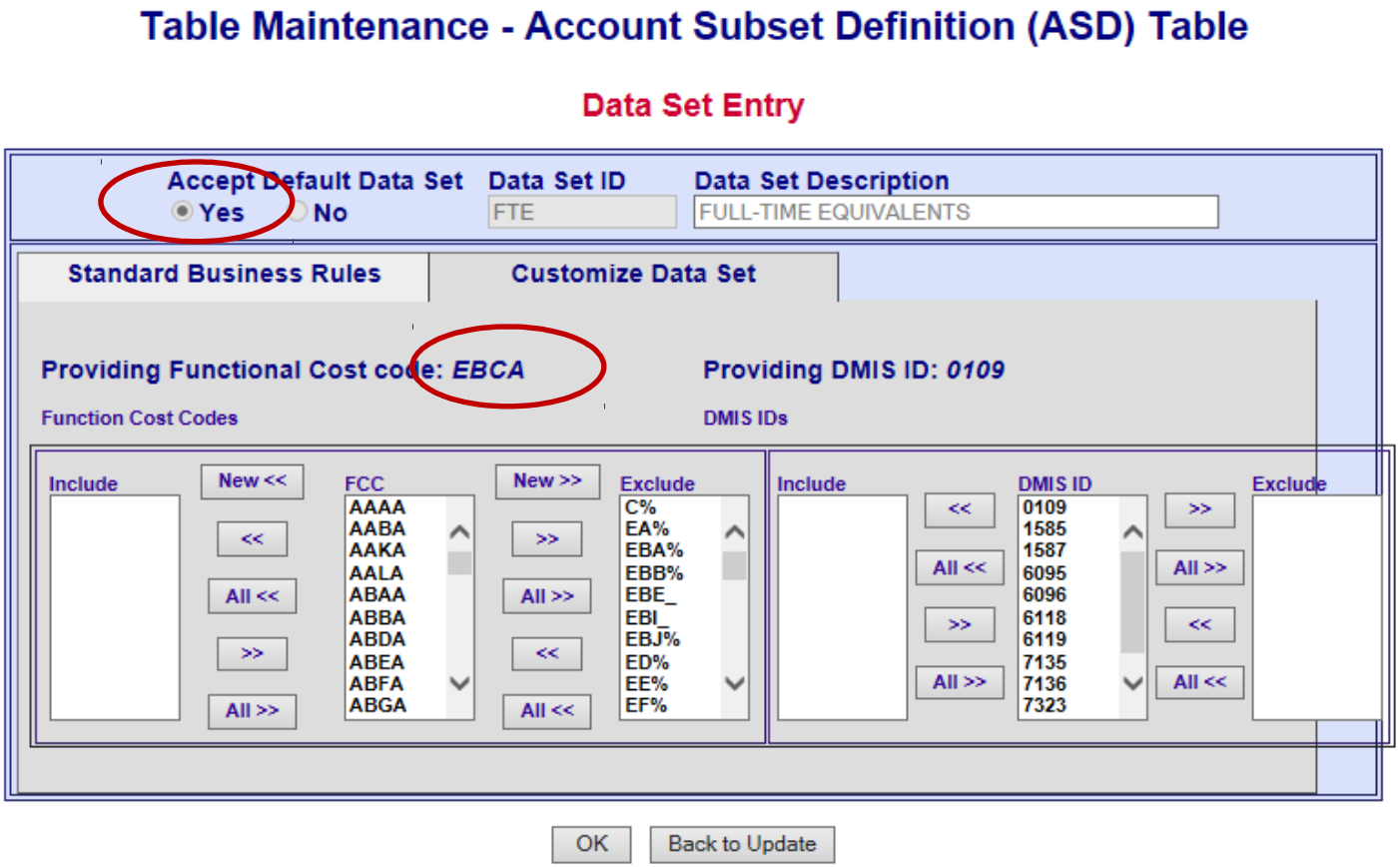
Datasets Set Up

Dataset Standard Business Rules



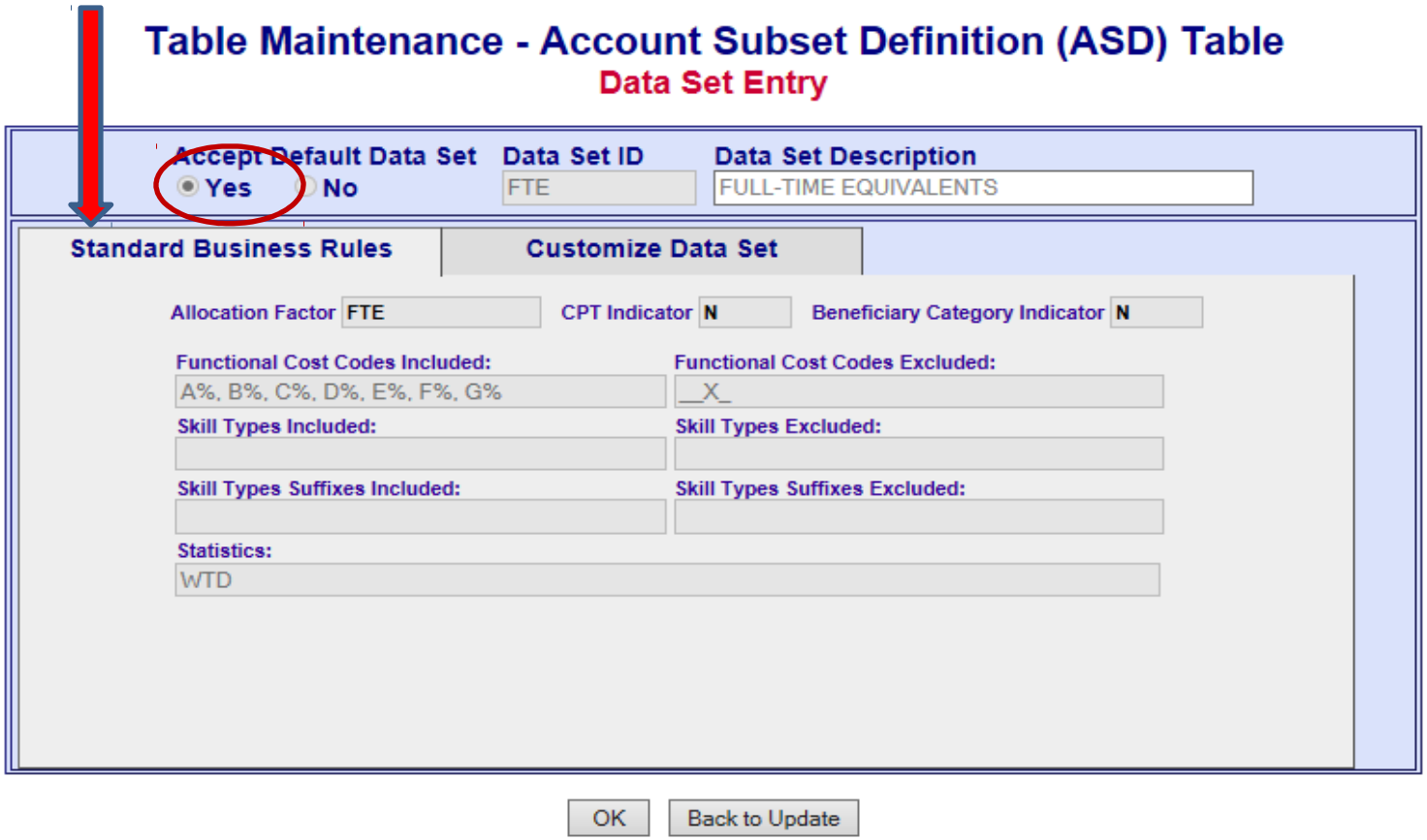
Datasets Set Up

Data Set Guidelines Written "E" Account Rules



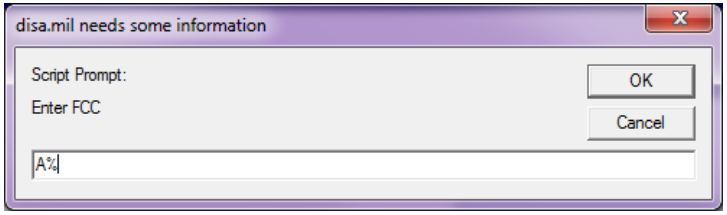
Datasets Set Up

Data Set Guidelines Written “E” Account Rules

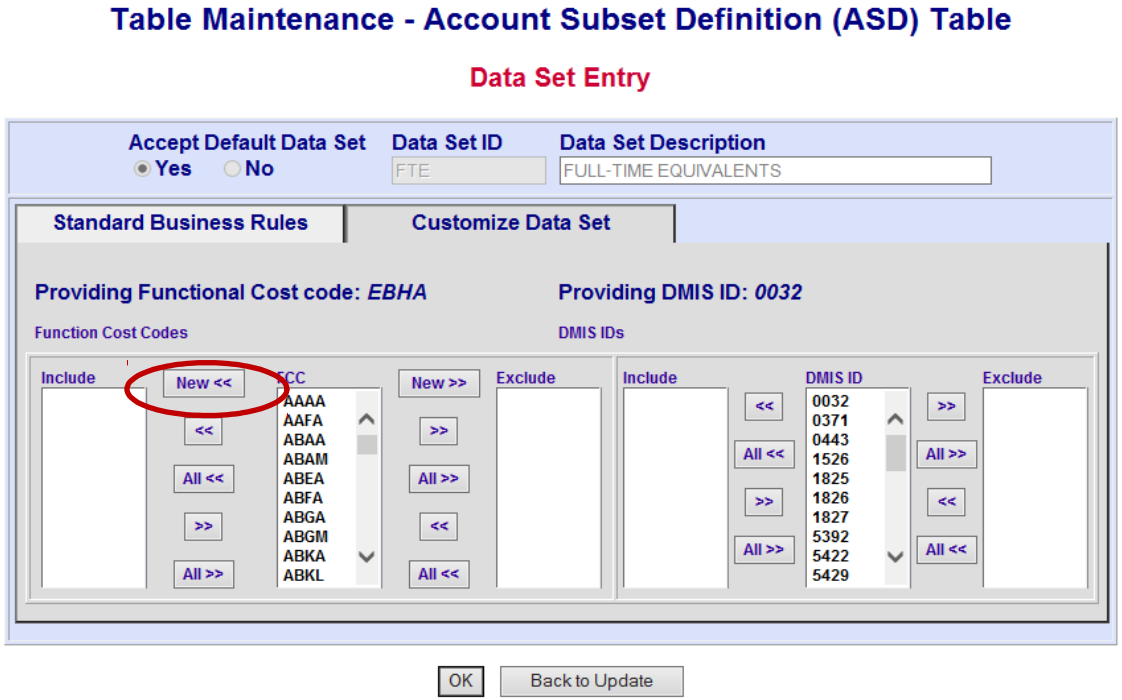


Datasets Set Up

Adding to Customize Data Set

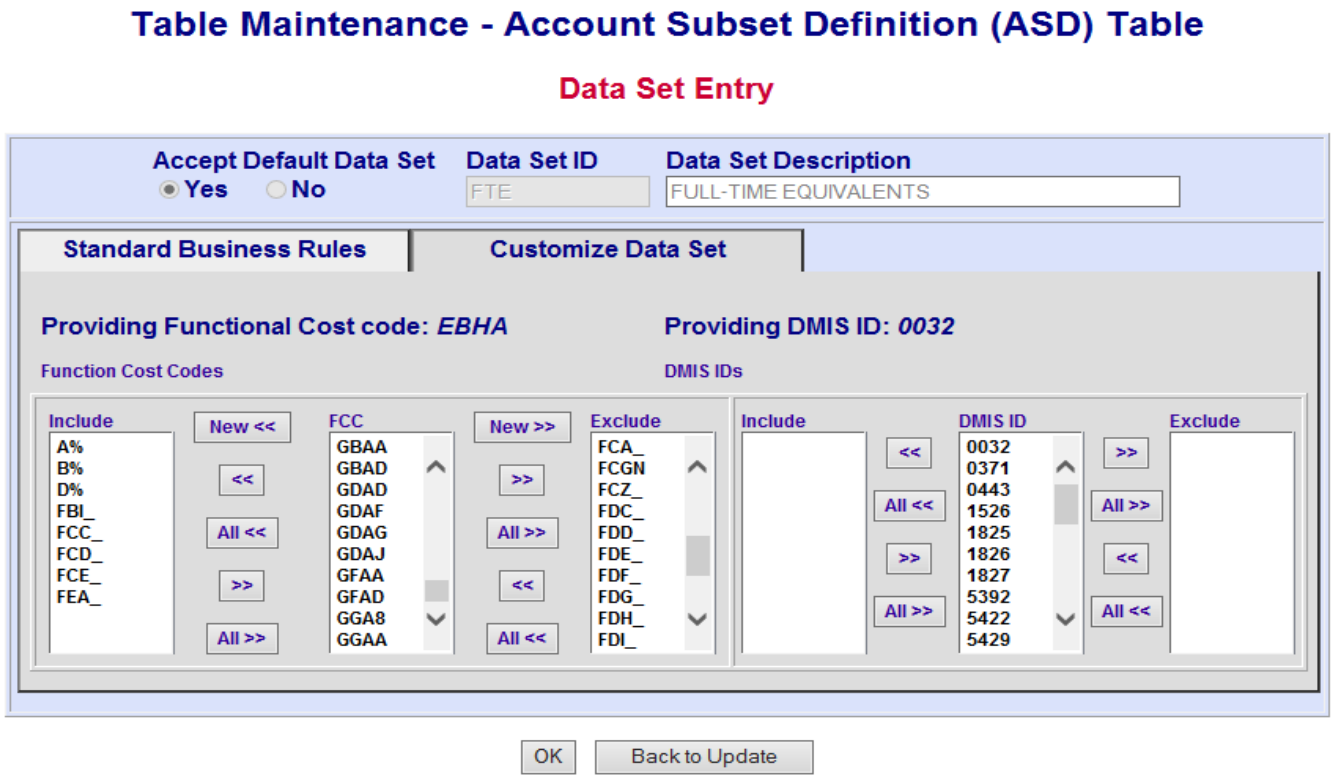


To add a New FCC click on New<< and Enter the FCC



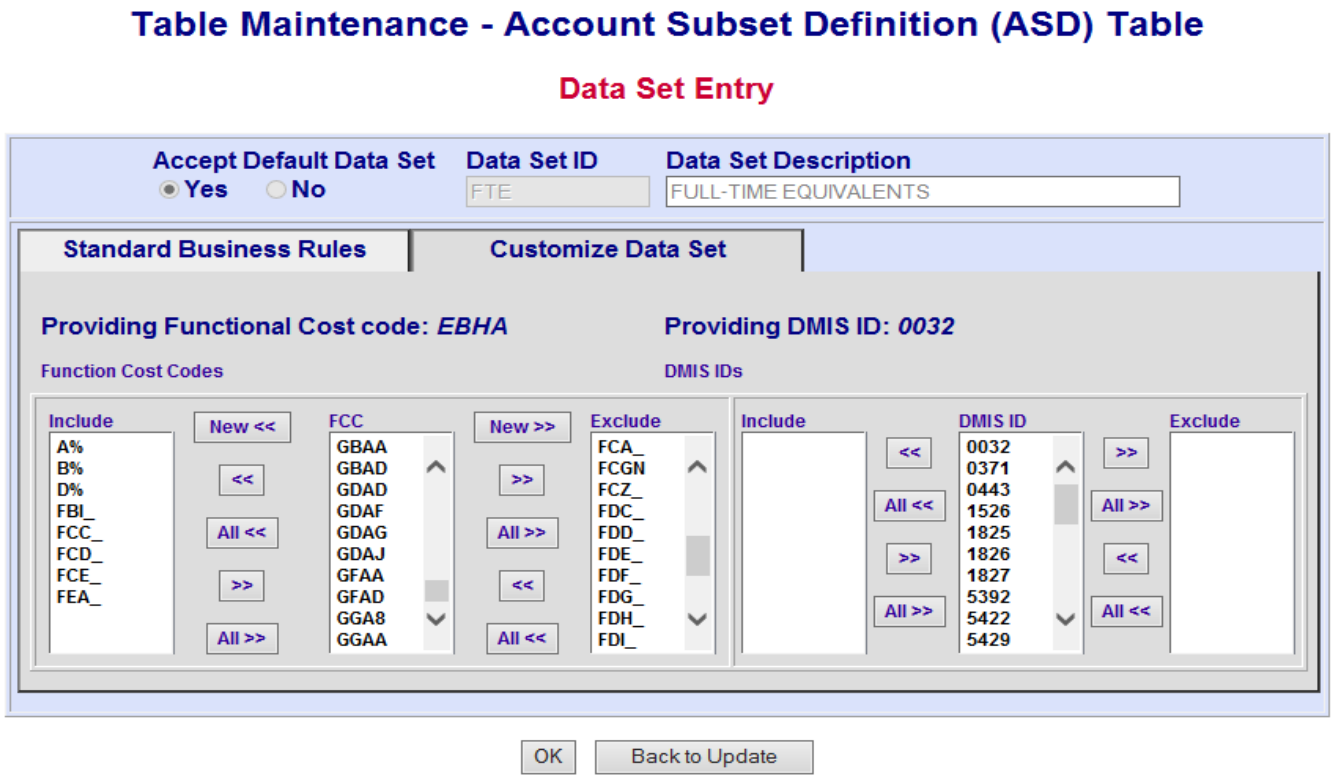
Datasets Set Up

Customize Data Set



Datasets Set Up

Customize Data Set



Datasets Set Up

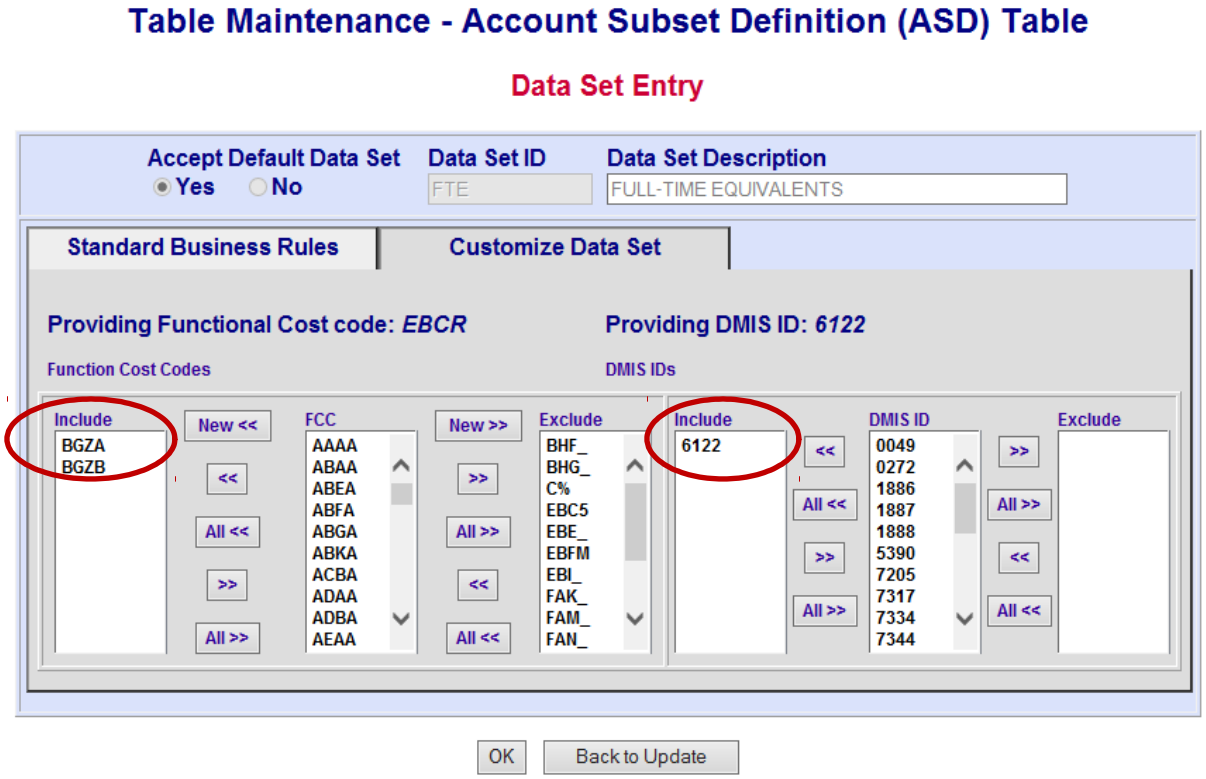
Run MTF Data Set Table to see your Customize Data Set

Data Set Id	Data Set Description	Providing FCC	Beneficiary Category Ind.	CPT Ind.	DoD Standard Ind.	Data Set Business Rule ID	Standard FCC Include List	Standard FCC Exclude List
DAAA/0000	PHARMACY (MAIN)	DAAA	N	N	N	1707	A%, B%, C%, D%, F%, _X_	E%, FDC%, FDZ%, FEB%, G%
DMIS ID Include List:								
DMIS ID Exclude List:								
FCC Include List:	A%,B%,C%,D%,F%							
FCC Exclude List:	DEA_							
DBAA/0000	CLINICAL PATHOLOGY (MAIN)	DBAA	Y	Y	N	1743	A%, B%, C%, D%, F%	_X_, E%, FDC%, FDZ%, FEB%, G%
DMIS ID Include List:								
DMIS ID Exclude List:								
FCC Include List:	A%,B%,C%,D%,F%							
FCC Exclude List:								

Run report: EASI; Reports; Document List; Public Folders; EASIV Application; Site Specific; MTF Data Set Table

Datasets Set Up

EBCR AMHF01CHIEF
Includes DMIS ID



Datasets Set Up

EBCP AMHF01GPM
DMIS ID ONLY

Table Maintenance - Account Subset Definition (ASD) Table

Data Set Entry

Accept Default Data Set: (•) Yes ( ) No | Data Set ID: FTE | Data Set Description: FULL-TIME EQUIVALENTS

Standard Business Rules | Customize Data Set

Providing Functional Cost code: *EBCP*

Function Cost Codes

Include		FCC		Exclude
	New <<	AAAA	New >>	BHF_
	<<	ABAA	>>	BHG_
	All <<	ABEA	All >>	C%
	>>	ABFA	<<	EBC5
	All >>	ABGA	All <<	EBE_
		ACBA		EBI_
		ADAA		FAK_
		AEAA		FAM_
		AEBA		FAN_
		AFAA		FAO_

Providing DMIS ID: *6114*

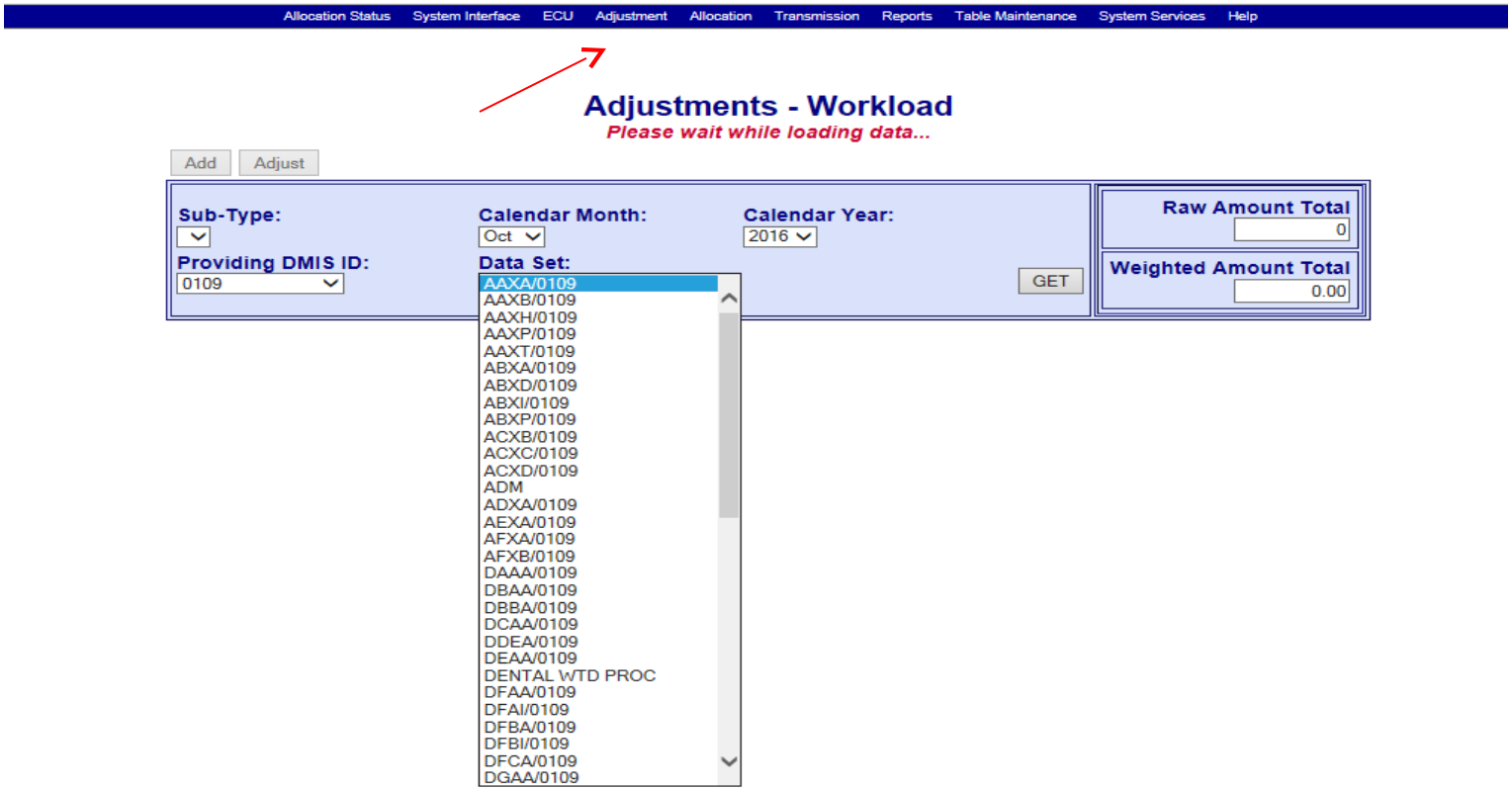
DMIS IDs

Include		DMIS ID		Exclude
6114	<<	0105	>>	
	All <<	1567	All >>	
	>>	1809	<<	
	All >>	1897	All <<	
		1898		
		1899		
		7295		
		7296		

OK | Back to Update

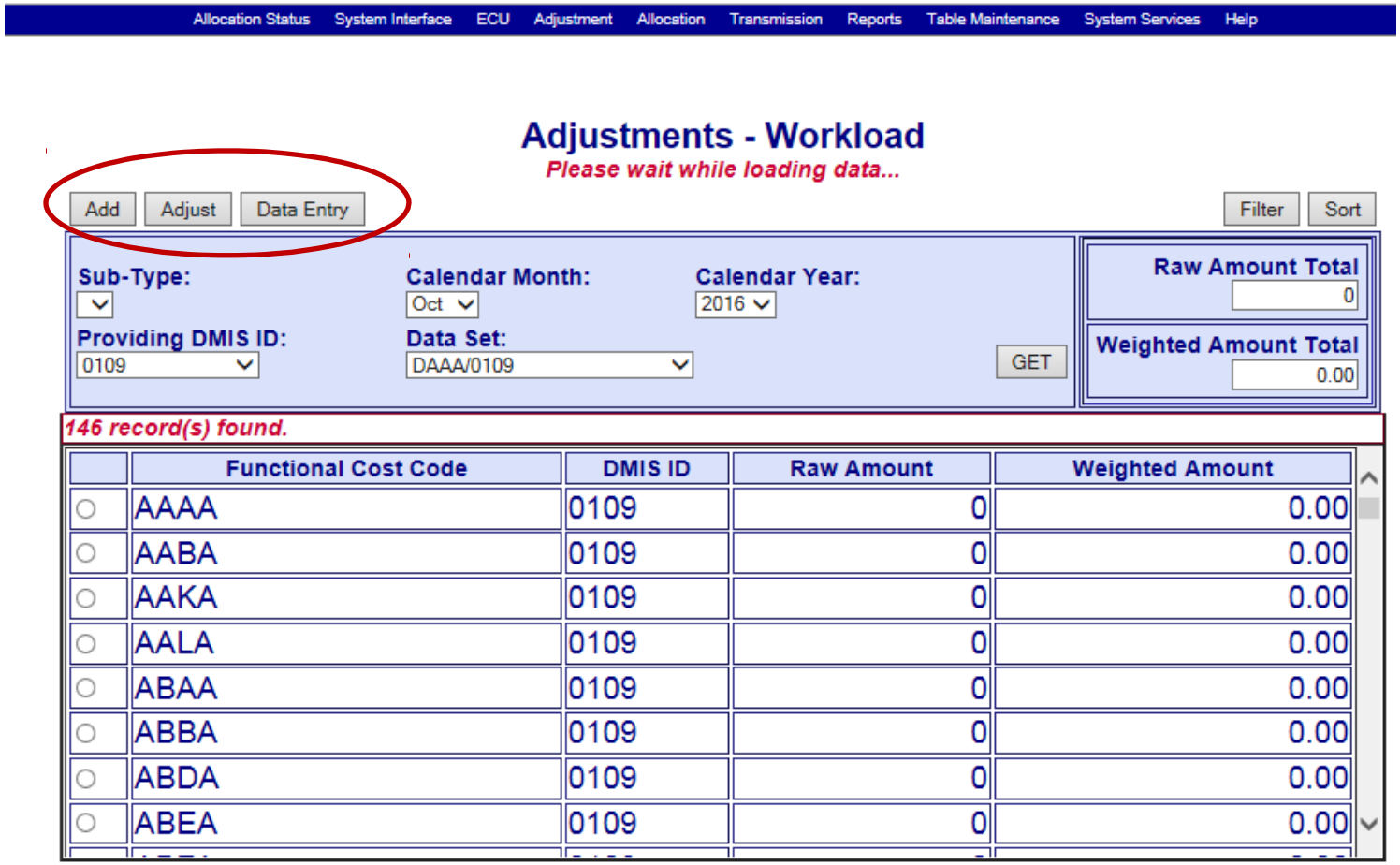
Manual Datasets Where are they?

Adjustments; Workload; Data Sets, Calendar Month, Calendar Year, Providing DMIS ID



Manual Datasets Data Entry

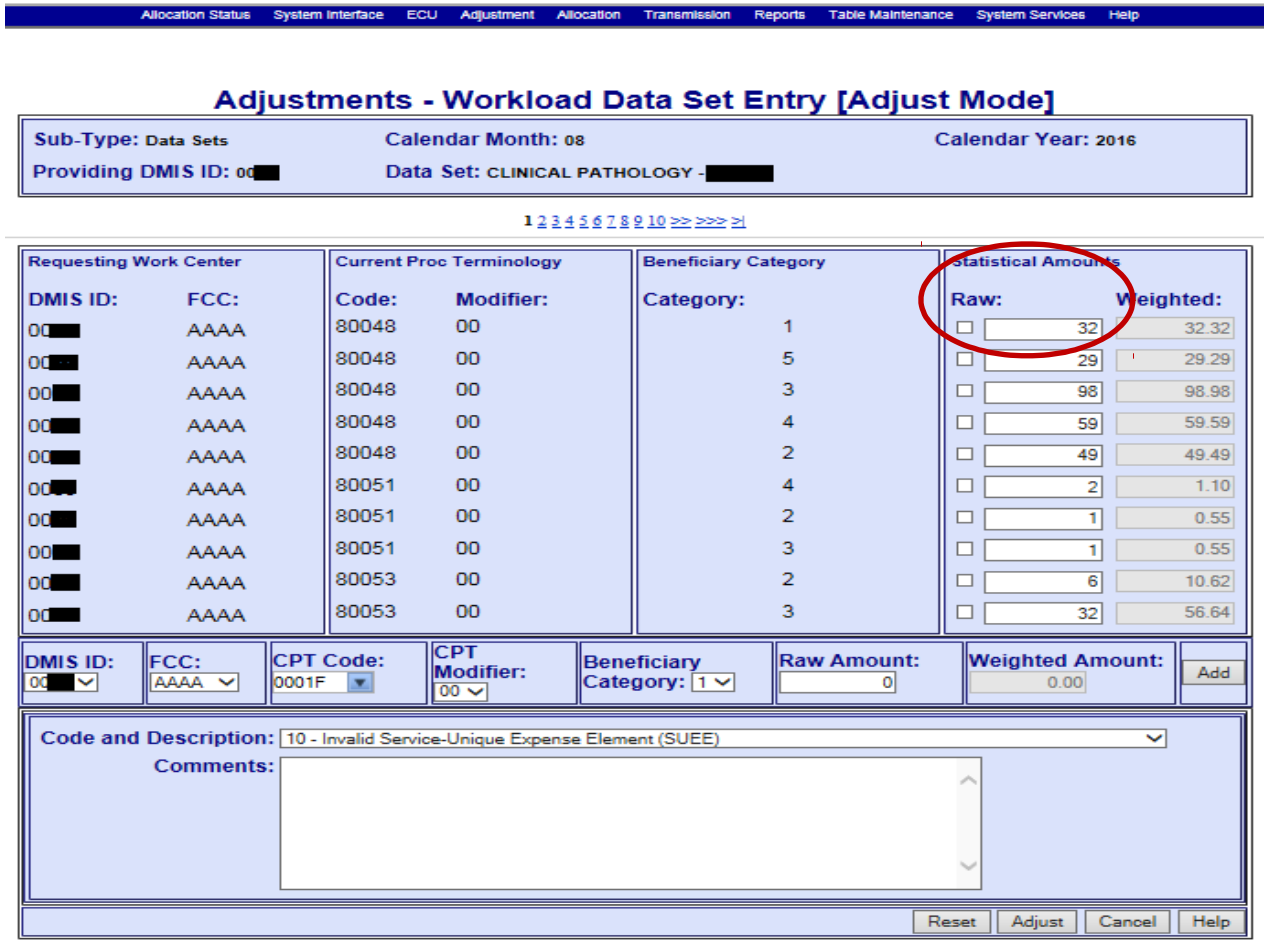
Manual Data Set Add or Adjust



Manual Datasets Data Entry

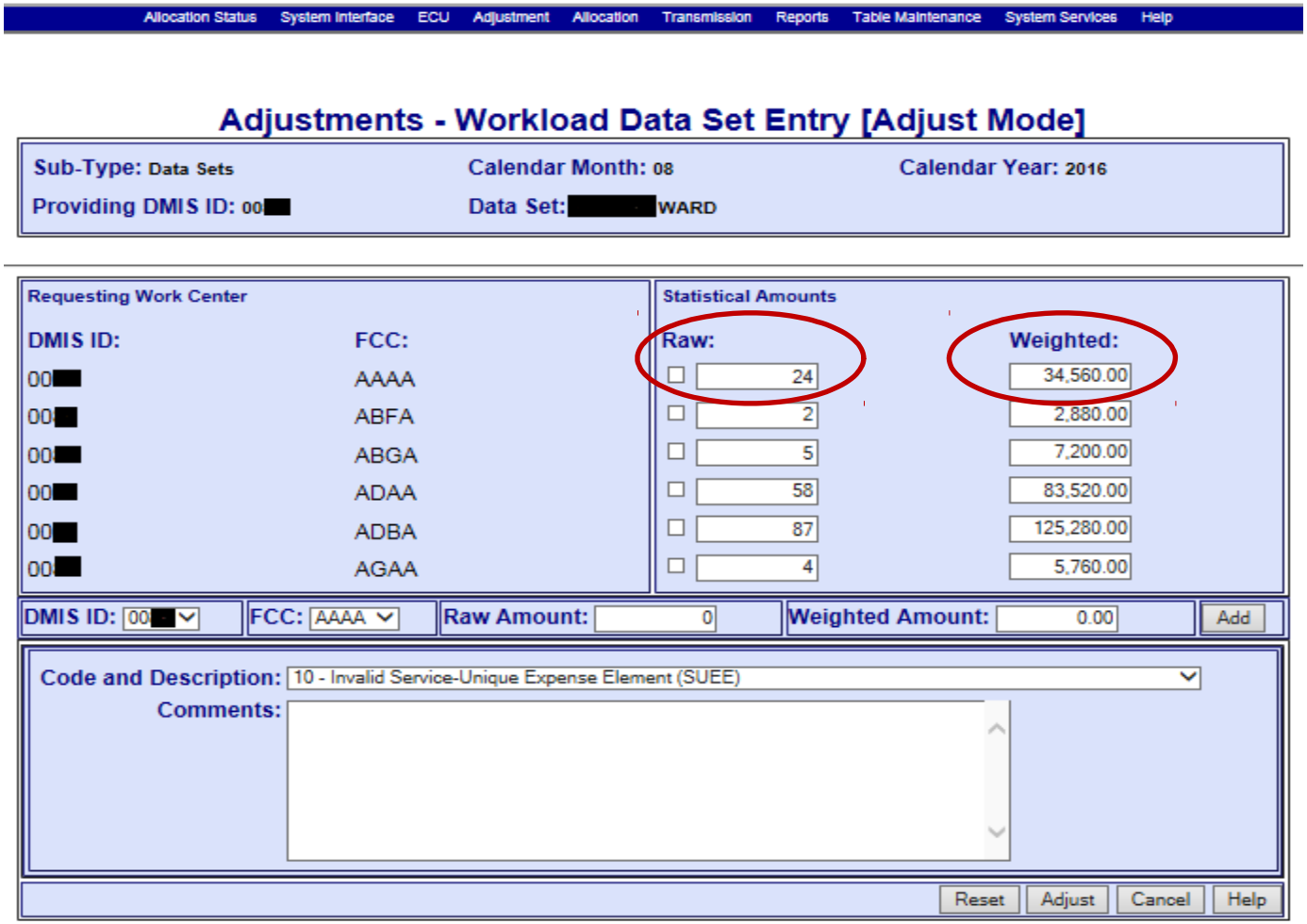
Manual Data Set Data Entry (***Raw entry only***)

Data Entry Mode for Multiple Entries

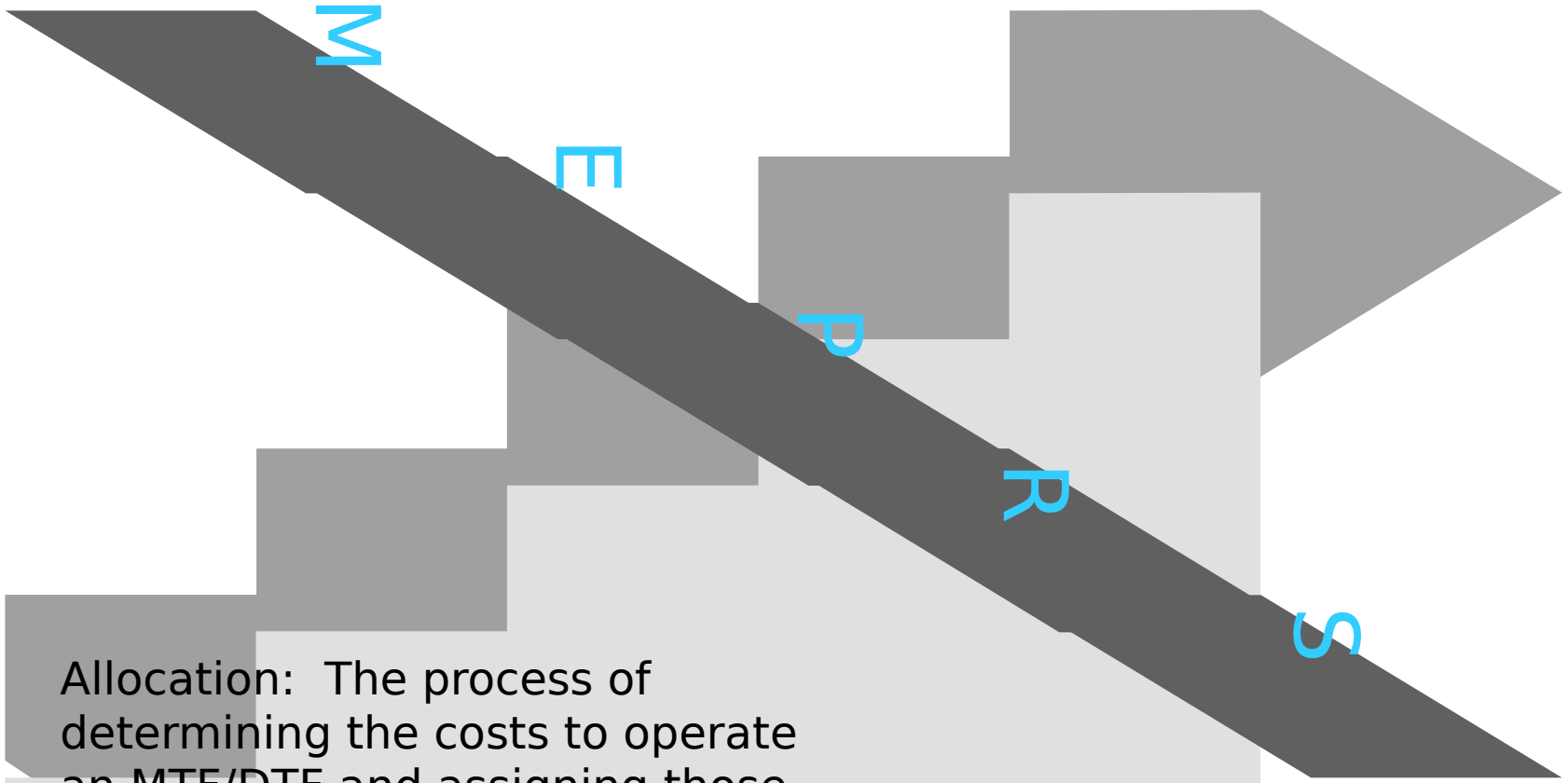


Manual Data Set Data Entry (***Raw and Weighted***)

If a Data Set requires both, enter the Raw *and* Weighted amounts!



Allocation Process



Allocation: The process of determining the costs to operate an MTF/DTF and assigning those costs to the appropriate division within the MTF/DTF (Stepped Down)

Allocation Process

- Allocation Process/Sequence

Step Description
Create Resp/Pulm Data Sets
Create ADM datasets
Pre-allocation validation
Delete previous job
Accumulate data sets
Accumulate personnel data
Accumulate expense data
Create allocation ratios
Purify personnel data
Copy personnel allocated to expense
Calculate personnel contributed
Create personnel allocation ratios
Purify expense data
Stepdown support services expense data
Distribute ancillary expense data
Calculate expenses contributed
Update service unit cost mappings

Cost Pools

E accts first
D accts second

Allocation Process cont.

Cost Pools:

- Cost pools are purified in alphabetical order before allocation of support and ancillary expe…
- Cost pools are identified with an "X" in the 3rd FCC position
- Used when time and expense cannot be specifically assigned because two or more work centers share space, personnel or supplies. For example, mixed wards.
- Expenses and FTEs in cost pools are reassigned (purified) on the basis of workload.

Allocation Process cont.

The Intermediate Accounts are allocated (stepped down) across the Final Operating Accounts listed below.

Intermediate (Stepdown) Accounts:

E: Support Services (e.g., admin, logistics, facilities, med maintenance)
D: Ancillary Services (laboratory, radiology, pharmacy)

Final Operating Accounts:

A: Inpatient Care
B: Outpatient Care
C: Dental Care
F: Special Programs
G: Medical Readiness

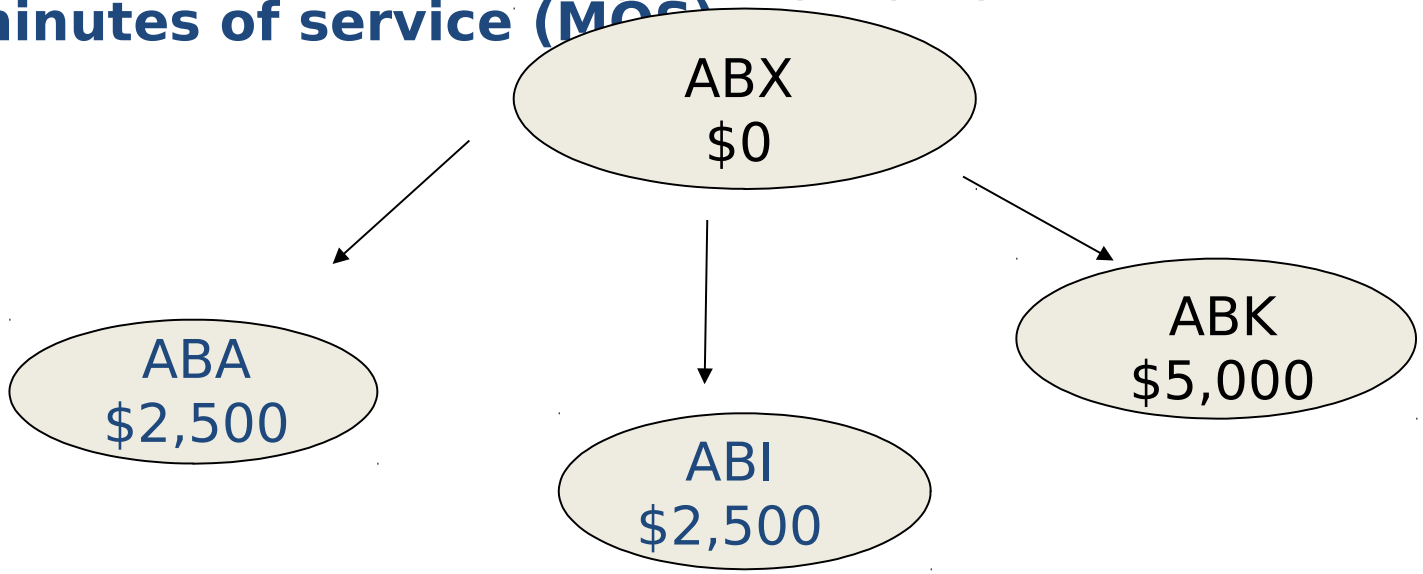
Allocation Process cont.

Costs are allocated based on performance factors established by DoD 6010.13M, which can be different from workload

- FTEs
- Weighted procedures performed
- Hours / Minutes of Service performed
- Square footage cleaned

Allocation Process cont.

- Ward 3E has several nurses assigned to the cost pool (nursing salary dollars) shared by three specialties -- **Cost Pool ABX ($10,000)**
  - ABA - General Surgery (2,500 MOS)
  - ABI - Plastic Surgery (2,500 MOS)
  - ABK - Urology (5,000 MOS)
- Nursing Salary dollars accumulated in ABX ($10,000) are purified based on each specialty's proportional Ward 3E **minutes of service (MOS)**



Expense Allocation

Support services provide service to most areas within the MTF, they will have lower ASNs and be allocated before the Ancillary Services.

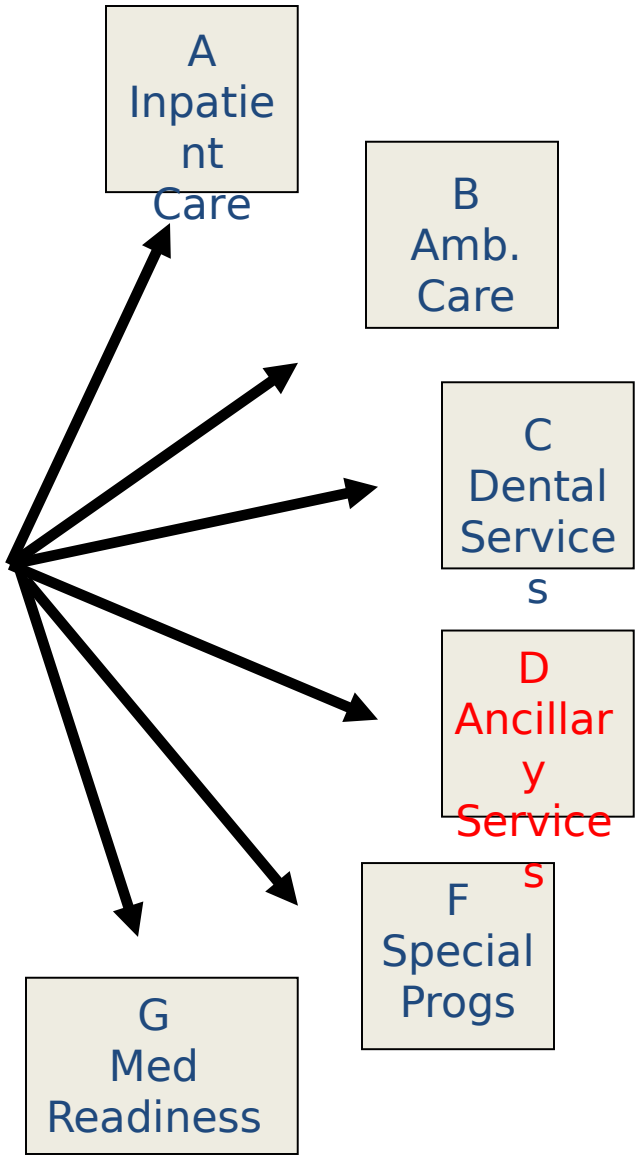
Example: Utilities (MEPRS FCC EDB*) provides support to all areas within the MTF. Therefore, a portion of utilities should be distributed to all areas of the MTF.

Expense Allocation cont.

First, Support Services ("E" accounts) expenses are allocated

E
Support Services

$



Each Support Services FCC is allocated until no expenses remain in "E" accounts

Expense Allocation cont.

Ancillary services do not provide service to Support Services, they will have higher ASNs and be allocated after the Support Services.

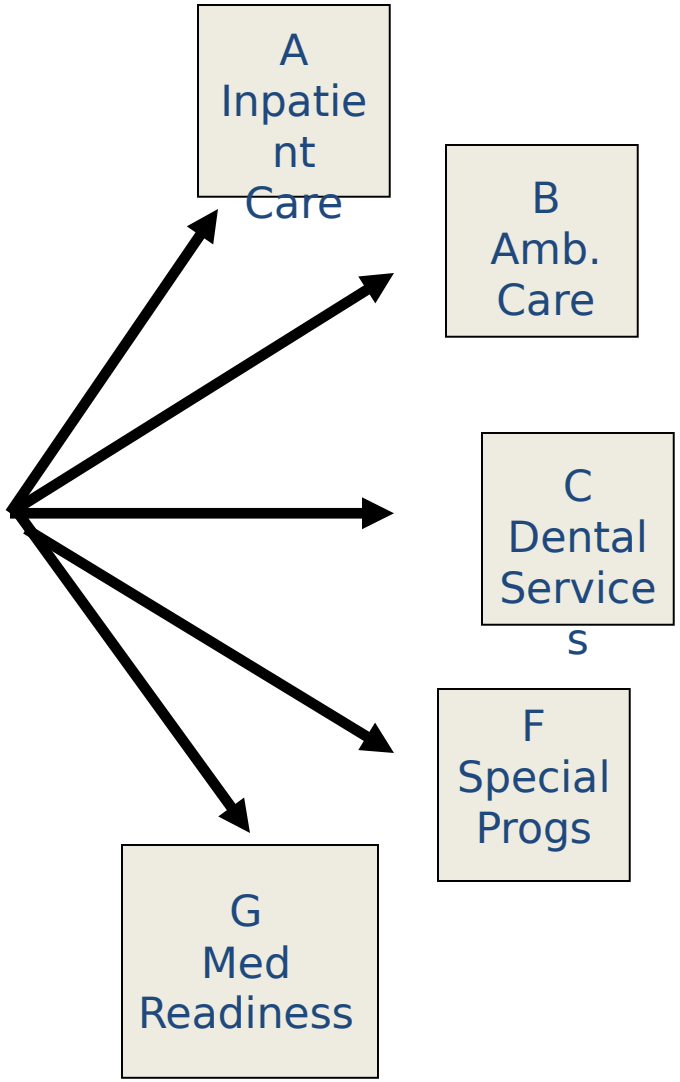
Example: Pharmacy does not provide support to Command and Admin, but Command and Admin does support Pharmacy. Therefore, a portion of Command and Admin should be distributed to Pharmacy.

Expense Allocation cont.

Then, Ancillary Services ("D" accounts) expenses are allocated

D
Ancillary Services

$



Each Ancillary Services FCC is allocated until no expenses remain in "D" accounts. "**Ancillary accounts do not support "E" accounts.**"

Expense Allocation cont.

DAAA Data Set - Pharmacy

Direct Expenses: *$100,000.00*
Expense received from allocation: *$921.05*
Total expense to be distributed: *$100,921.05*

Total Workload: *175 Weighted Procedures*

DAAA Data Set		*DAAA Total*		*Ratio*
BABA 50		*50*	175	*28.57 %*
BACA 10		*10*	175	*5.71 %*
BAKA 25	÷	*25*	175	*14.29 %*
BFAA 75		*75*	175	*42.86 %*
BBIA 15		*15*	175	*8.57 %*

Total: 175

Expense Allocation cont.

DAAA Data Set - Pharmacy

Direct Expenses: *$100,000.00*
Expense received from allocation: *$921.05*
Total expense to be distributed: *$100,921.05*

Total Workload: *175 Weighted Procedures*

DAAA Expense to be Distributed	x	*Ratio*	=	*Expense Distributed*	
$100,921.05	X	*28.57 %*	=	*$28,833.15*	*BABA*
		5.71 %		*$5,762.59*	*BACA*
		14.29 %		*$14,421.62*	*BAKA*
		42.86 %		*$43,254.76*	*BFAA*
		8.57 %		*$8,648.93*	*BBIA*
				$100,921.05	

Summary

- **Understand what are Datasets**
- **How to maintain Datasets**
- **What are Includes/Excludes (MEPRS FCC and DMIS)**
- **Allocation**

Questions